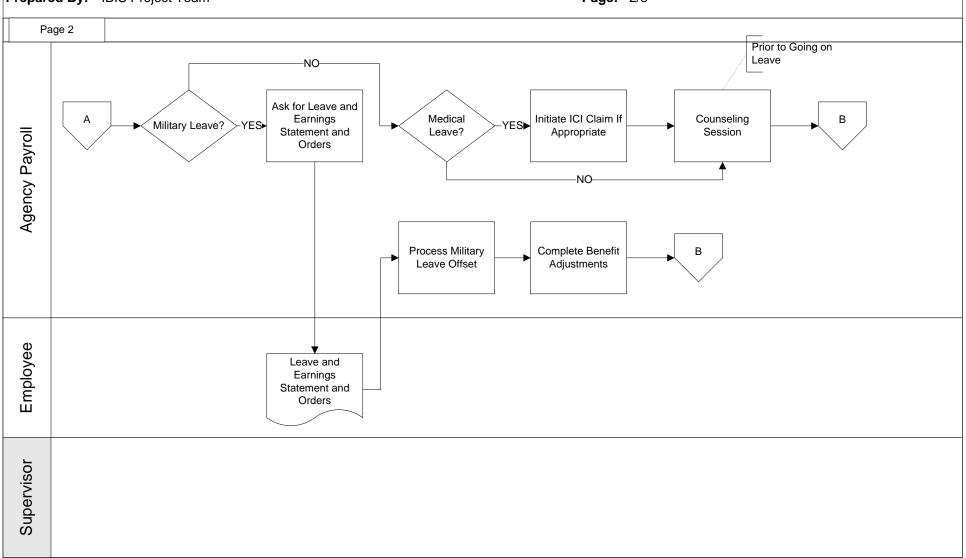
Payroll Administration File: As-Is TL-02.04 Leave of Absence (LOA).vsd Process: Sub-Process: TL-02.04 Leave of Absence (LOA) - page 1 Date: 12/7/2005 Prepared By: IBIS Project Team **Page:** 1/3 Must Be Done Currently a Page 1 Must Be Done Before Last Manual Before Last Paycheck Is Calculation Paycheck Is Issued Issued Complete Leave Complete FMLA Collect Collect Over Without Pay Calculate Accrued Need for Leave of Forms Prepayments of Drawn Leave if Request Form Absence Identified Agency Payroll Leave Insurances applicable No Qualified for Catastrophic Leave? Determine FMLA Eligibility Yes Agency HR TL02-06 Prepayments of Catastrophic Insurances Over Drawn Leave Leave Employee Notify Employee of FMLA Status Supervisor

Process: Payroll File: As-Is TL-02.04 Leave of Absence (LOA).vsd

Sub-Process: TL-02.04 Leave of Absence (LOA) – page 2

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Process: Payroll File: As-Is TL-02.04 Leave of Absence (LOA).vsd

Sub-Process: TL-02.04 Leave of Absence (LOA) – page 3

Date: 12/7/2005

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